

**Summit County Combined General Health District
Board of Health Meeting – January 10, 2019
5:00 p.m.
Keck Boardroom – Building A**



A G E N D A

A. Welcome of Persons Present – *Ms. Billow welcomed Wendy Brolly, RN, BSN, Public Health Nurse*

B. Call to Order – *Ms. Billow called the meeting to order at 5:03 p.m.*

C. Board Member Roll Call: *Patricia Billow, Dr. James Boex, Todd Burdette, Lynn Clark, Dr. Roberta DePompei, Dan Karant, Dr. Gayleen Kolazcewski, Leon Ricks, Jeffrey Snell, Dr. Richard Stephens, and Karen Talbott. Dr. Kristine Gill, Dr. Aleksandra Mamonis and Sheila Williams arrived after roll call. Absent: Dominic Cugini, Dr. Robert Denton, Jacqui Knettel, and Marco Sommerville. Others present: Donna Skoda, Leanne Beavers, Tonya Block, Donna Barrett, Wendy Brolly, Tonia Burford, Angela Burgess, Bob Hasenyager, Cory Kendrick, Brenda Pickle, Heather Pierce, Eric Seachrist, Dr. Erika Sobolewski, and Tabitha Stearns.*

D. Approval of the Minutes of the Regular Board Meeting

Motion by Dr. Stephens, seconded by Ms. Talbott, approve the Board of Health meeting minutes from December 13, 2018.

Approved by voice vote.

E. Public and Staff Comments (three minute maximum.) – *None.*

F. Reading of Schedule E – Late Filings

Motion by Ms. Clark, seconded by Mr. Karant, to approve Schedule E – Late Filings.

Approved by voice vote.

G. Motion by Mr. Karant, seconded by Dr. DePompei, to adopt Resolution No. 001-19, entitled “Approval of the Consent Agenda, Schedules and all matters on the Consent Agenda.”

Schedule A	Personnel
Schedule B	Employee Training and Travel Expenses
Schedule C	Contracts
Schedule D	Finance
Schedule E	Late Filings

Approved by voice vote.

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H. Health Commissioner's Report

- 1. Nominating Committee Selection – for the purpose of making recommendations for candidates for the election of the Board of Health President and President Pro Tempore (Term: 04/01/2019 – 03/31/2020.)** *Nominating Committee: Lynn Clark, Dr. Kristine Gill and Sheila Williams.*
- 2. Performance Evaluation of the Health Commissioner (Packets Distributed) – Appointment of ad hoc Health Commissioner Evaluation Committee.** *Committee members: Patricia Billow, Dr. James Boex, Jeffrey Snell, Karen Talbott and Sheila Williams.*
- 3. Strategic Plan Quarterly Report - Bob Hasenyager provided an update on the 2017-2019 Strategic Plan priorities (See Enclosure.)**
- 4. Fourth Quarter, 2018 Non-Board Contract Report (See Enclosure.)**
- 5. Fourth Quarter, 2018 Full-Time Equivalency Report (See Enclosure.)**
- 6. 99th District Advisory Council Meeting – Monday, March 4, 2019, Summit Auditorium. Lunch served at 12:00 noon.**
- 7. Media Topic of the Month (New Year's Resolutions): www.scph.org/media**
- 8. Fourth Annual State of the County's Health Shareholders' Breakfast – Thursday, March 7, 2019, 8:30 a.m. – 10:30 a.m., Quaker Station, 135 S. Broadway, Akron, OH, 44308. RESCHEDULED: Tuesday, April 9, 2019 from 7:30 a.m. – 10:00 a.m. at Quaker Station. Breakfast served.**
- 9. Opioid Lawsuit Update – Ms. Skoda reported attempts to dismiss failed. Lawsuit moving ahead.**
- 10. The Finance and Personnel Committee will meet immediately after the February 14, 2019 Board Meeting.**

I. Administration/Fiscal Report

- 1. Effective January 1, 2019, the rate for mileage will increase from \$0.545 to \$0.58 per mile (Per Resolution No. 343-15 entitled, "Resolution authorizing approval to amend the employee mileage allowance annually to conform to the Internal Revenue Service mileage rate for business use of personal vehicles".)**

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- 2. Motion by Ms. Clark, seconded by Mr. Karant, adopting Fourth Quarter, 2018 Policy and Procedure Manual updates/revisions (See Enclosures.)**

Approved by voice vote.

J. Community Health Report – No Report.

K. Environmental Report – No Report.

L. Clinical/Medical Director's Report

- 1. Motion by Mr. Karant, seconded by Ms. Clark, to adopt Resolution No. 002-19 entitled, "Resolution Adopting a Clinical Fee Schedule for the Year 2019" (See Enclosure.)**

Approved by voice vote.

2. Communicable Disease Report (See Enclosure.)

3. Influenza Report (See Enclosure.)

M. Population Health Report – No Report.

Summit County Council Tobacco 21 Presentation– Monday, January 14, 2019, Council Chambers, Ohio Building, 175 S. Main Street, Floor 7, Akron, OH, 44308 at 4:30 p.m.

N. Miscellaneous Business

- 1. Motion by Mr. Karant, seconded by Ms. Clark, to adjourn into Executive Session at 5:22 p.m. for the sale of property at competitive bidding if premature disclosure of information would give an unfair competitive or bargaining edge to a person whose personal private interest is adverse to the general public:**

Roll Call Vote:

Patricia Billow (Aye), Dr. James Boex (Aye), Todd Burdette (Aye), Lynn Clark (Aye), Dr. Roberta DePompei (Aye), Dr. Kristine Gill (Aye), Dan Karant (Aye), Dr. Gayleen Kolazcewski (Aye), Dr. Aleksandra Mamonis (Aye), Leon Ricks (Aye), Jeffrey Snell (Aye), Dr. Richard Stephens (Aye), Karen Talbott (Aye), and Sheila Williams (Aye).

**Summit County Combined General Health District
Board of Health Meeting – January 10, 2019
5:00 p.m.
Keck Boardroom – Building A**



A G E N D A

Motion approved.

Motion by Mr. Snell, seconded by Mr. Karant, to reconvene from Executive Session at 5:45 p.m.

Patricia Billow (Aye), Dr. James Boex (Aye), Todd Burdette (Aye), Lynn Clark (Aye), Dr. Roberta DePompei (Aye), Dr. Kristine Gill (Aye), Dan Karant (Aye), Dr. Gayleen Kolazcewski (Aye), Dr. Aleksandra Mamonis (Aye), Leon Ricks (Aye), Jeffrey Snell (Aye), Dr. Richard Stephens (Aye), Karen Talbott (Aye), and Sheila Williams (Aye).

Motion carried.

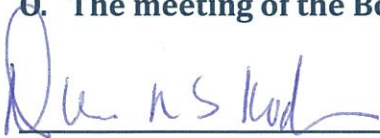
Motion by Mr. Snell, seconded by Mr. Karant, to adopt Resolution No. 003-19 authorizing a Purchase Agreement between Mr. Jim Pulk and or his assigns and the Summit County Combined General Health District for purchase of property known as 1100 Graham Road Circle, Stow, Ohio, 44224 (PP 02-01384, 0203675, 0203677) (pending Prosecutor approval effective January 10, 2019 in an amount not to exceed \$1,500,000.00 payable to Summit County Combined General Health District.)

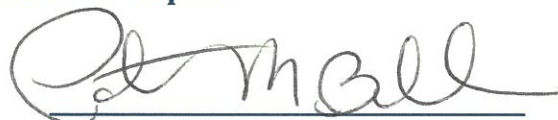
Motion carried.

Motion by Ms. Clark, seconded by Dr. Boex to notate staff contributions in performance evaluations.

Motion carried.

0. The meeting of the Board of Health adjourned at 5:48 p.m.


Secretary


President

**Summit County Combined General Health District
Board of Health Meeting -- Thursday, April 12, 2018
5:00 p.m.
Keck Board Room – Building A**



SCHEDULE E - LATE FILINGS

SCHEDULE A - PERSONNEL

- 1. Approve the change of status for Sarah Swirsky from Student Temporary to Student Help, Part-Time Permanent, effective January 21, 2019. Rate of pay remains the same at \$12.01 per hour. *(Change to accommodate work related to the Syringe Exchange program with funding from United Way of Summit County.)***

SCHEDULE D – FINANCE *(See Attachment)*

**Summit County Combined General Health District
Board of Health Meeting -- Thursday, January 10, 2019
5:00 p.m.
Keck Boardroom – Building A**



SCHEDULE A – PERSONNEL

1. Approve the change of status for Tyson Cramer from Sanitarian-in-Training, full-time, to Sanitarian, full-time, with a pay increase from \$30.48 to \$31.39 per hour effective January 21, 2019 *(Tyson recently met all of the qualifications and advanced to Registered Sanitarian by the Sanitarian Advisory Board. Tyson currently works in the Food Safety Program in Environmental Health.)*
2. Approve the appointment of Toni Code-Jones, full-time, Peer Recovery Coach, \$15.44 per hour effective January 22, 2019 *(Toni has an Associate Degree from Akron Institute of Herzing University. She is a Certified Peer Recovery Coach. She previously worked for Ohio Guidestone and South Street Ministries.)*
3. Approve the resignation of Toray Green, Account Clerk 2, effective January 11, 2019 *(Toray has been with the Fiscal Office since January 23, 2017.)*

**Summit County Combined General Health District
Board of Health Meeting -- Thursday, January 10, 2019
5:00 p.m.
Keck Boardroom – Building A**



SCHEDULE B – EMPLOYEE TRAINING AND TRAVEL

JANUARY TRAVEL REPORT 2019

Name of Conference/Training: Medworks

Sponsor: Medworks

Date Attending: 1/15/2019

Date Returning: 1/15/2019

City: Lyndhurst

State: OH

Staff Attending: Donna Skoda, Heather Pierce, Joanne Tate, Sandy Knezevich

Grant or General Fund: General Fund

Airfare:	Shuttle:	Parking:	Lodging:
Meals:	Registration:	Mileage: \$42	Total Cost of Expenses: \$42

Name of Conference/Training: IHI SCALE CHILA 4

Sponsor: Institute for Healthcare Improvement

Date Attending: 1/22/2019

Date Returning: 1/26/2019

City: Dorado, 00646

State: Puerto Rico

Staff Attending: Elizabeth Foster, Cory Kendrick

Grant or General Fund: Grant

Airfare: \$973.60	Shuttle: \$300	Parking:	Lodging: \$2115.36
Meals: \$600.00	Registration:	Mileage:	Total Cost of Expenses: \$3988.96

Name of Conference/Training: NFP Neighbor Site Visit - Cleveland

Sponsor:

Date Attending: 1/22/2019

Date Returning: 1/22/2019

City: Cleveland

State: Ohio

Staff Attending: Patrice Sirmons, Brittany Lamantia, Pamela Keen, Stevie Diehl, Shawna Graubner

Grant or General Fund: General Fund

Airfare:	Shuttle:	Parking: \$12.00	Lodging:
Meals:	Registration:	Mileage:	Total Cost of Expenses: \$12

Name of Conference/Training: Eastern Region Quarterly Meeting
Sponsor: ODH
Date Attending: 1/24/2019 **Date Returning:** 1/24/2019
City: Medina **State:** Ohio

Staff Attending: Rachel Flossie **Grant or General Fund:** Grant

Airfare:	Shuttle:	Parking:	Lodging:
Meals:	Registration:	Mileage: \$8.18	Total Cost of Expenses: \$8.18

Name of Conference/Training: Ohio Healthy Program Train the Trainer Conference
Sponsor: Ohio Center for Occupational Safety and Health
Date Attending: 1/24/2019 **Date Returning:** 1/25/2019
City: Pickerington **State:** Ohio

Staff Attending: Megan Sutherland **Grant or General Fund:** Grant

Airfare:	Shuttle:	Parking:	Lodging: \$150.00
Meals: \$80.00	Registration:	Mileage: \$204.37	Total Cost of Expenses: \$434.37

Name of Conference/Training: NACAA winter board meeting
Sponsor: NACAA
Date Attending: 1/28/2019 **Date Returning:** 1/30/2019
City: Washington DC **State:** DC

Staff Attending: Sam Rubens **Grant or General Fund:** Grant

Airfare: \$210	Shuttle: \$40	Parking: \$60	Lodging: \$416.12
Meals: \$78.00	Registration: \$160.00	Mileage: \$37.06	Total Cost of Expenses: \$1001.18

Name of Conference/Training: NFP - Unit 4
Sponsor: Nurse-Family Partnership
Date Attending: 4/22/2019 **Date Returning:** 4/26/2019
City: Denver **State:** Colorado

Staff Attending: Patrice Sirmons **Grant or General Fund:** General Fund

Airfare: \$300	Shuttle: \$70	Parking:	Lodging: \$727.00
Meals: \$222.00	Registration: \$1,200	Mileage:	Total Cost of Expenses: \$2,519

MULTIPLE MEETINGS

Name of Conference/Training: OPEN

Sponsor: OSU, Univ. of Cincinnati, Case Western Reserve and Nationwide Children's

Date Attending: 1/25/2019

Date Returning: 3/29/2019

City: Columbus

State: OH

Number of Multiple Meetings: 3

Staff Attending: Shaleeta Smith, Megan Sutherland

Grant or General Fund: Grant

Airfare:	Shuttle:	Parking: \$40	Lodging:
Meals:	Registration:	Mileage: \$654	Total Cost of Expenses: \$694

Name of Conference/Training: NEOMED Institutional Biosafety Committee Meetings

Sponsor: NEOMED

Date Attending: 1/1/2019

Date Returning: 12/31/2019

City: Rootstown

State: OH

Number of Multiple Meetings: 6

Staff Attending: Aixa Bakuhn

Grant or General Fund: General Fund

Airfare:	Shuttle:	Parking:	Lodging:
Meals:	Registration:	Mileage: \$150	Total Cost of Expenses: \$150

REGIONAL TRAVEL

Name of Conference/Training: Food License Inspections, Tobacco 21 Inspections

Sponsor:

Date Attending: 1/1/2019

Date Returning: 12/31/2019

City: Mogadore

State: OH

Regional Travel

Staff Attending: All EH Staff and Tobacco Program Staff

Grant or General Fund: General Fund

Airfare:	Shuttle:	Parking:	Lodging:
Meals:	Registration:	Mileage: \$750	Total Cost of Expenses: \$750

**Summit County Combined General Health District
Board of Health Meeting -- Thursday, January 10, 2019
5:00 p.m.
Boardroom – Building A**



SCHEDULE C - CONTRACTS

A. Environmental Health

- 1. Adopt Contract No. 138435 authorizing an amended agreement between the City of Barberton and the Summit County Combined General Health District for Storm Water Services.** *(pending Prosecutor approval for the period January 1, 2014 through December 31, 2019 in an amount not to exceed \$26,028.14 payable to SCPH.)*
- 2. Adopt Contract No. 138440 authorizing an amended agreement between the City of Green and the Summit County Combined General Health District for Storm Water Services** *(pending Prosecutor approval for the period January 1, 2014 through December 31, 2019 in an amount not to exceed \$57,101.04 payable to SCPH.)*
- 3. Adopt Contract No. 138441 authorizing an amended agreement between the City of New Franklin and the Summit County Combined General Health District for Storm Water Services** *(pending Prosecutor approval for the period January 1, 2014 through December 31, 2019 in an amount not to exceed \$55,788.37 payable to SCPH.)*
- 4. Adopt Contract No. 138442 authorizing an amended agreement between the City of Norton and the Summit County Combined General Health District for Storm Water Services** *(pending Prosecutor approval for the period January 1, 2014 through December 31, 2019 in an amount not to exceed \$41,365.11 payable to SCPH.)*
- 5. Adopt Contract No. 138444 authorizing an amended agreement between the City of Tallmadge and the Summit County Combined General Health District for Storm Water Services** *(pending Prosecutor approval for the period January 1, 2014 through December 31, 2019 in an amount not to exceed \$27,601.41 payable to SCPH.)*
- 6. Adopt Contract No. 138439 authorizing an amended agreement between Copley Township and the Summit County Combined General Health District for Storm Water Services** *(pending Prosecutor approval for the period January 1, 2014 through December 31, 2019 in an amount not to exceed \$34,521.87 payable to SCPH.)*
- 7. Adopt Contract No. 138443 authorizing an amended agreement between Springfield Township and the Summit County Combined General Health District for Storm Water Services** *(pending Prosecutor approval for the period January 1, 2014 through December 31, 2019 in an amount not to exceed \$41,127.03 payable to SCPH.)*

**Summit County Combined General Health District
Board of Health Meeting -- Thursday, January 10, 2019
5:00 p.m.
Boardroom – Building A**



SCHEDULE C - CONTRACTS

- 8. Adopt Contract No. 138465 authorizing an agreement between the County of Summit and the Summit County Combined General Health District to provide services associated with the DUMP program (*pending Prosecutor approval for the period February 1, 2019 through January 31, 2024 in an amount not to exceed \$72,000.00 payable to the County of Summit.*)**

B. Population Health

- 1. Adopt Contract No. 138445 authorizing an agreement between the Summit County Department of Jobs and Family Services and the Summit County Combined General Health District for the Summit 2020 Quality of Life project. (*pending Prosecutor approval for the period January 1, 2019 through December 31, 2020 in an amount not to exceed \$260,000.00 payable to SCPH.*)**

**Summit County Combined General Health
District Board of Health Meeting
Thursday, January 10, 2019 5:00p.m.
Keck Board Room, Building A**



SCHEDULE D - FINANCE



Summit County Public Health

General Fund Executive Summary

December 2018 Preliminary Financial Report

	<u>2017 YTD</u>	<u>2018 YTD</u>	<u>2017 vs 2018 YTD Variance</u>
<u>Cash Receipts</u>			
Total Cash Receipts	13,650,571	13,262,558	(388,013)
<u>Cash Disbursements</u>			
Total Cash Disbursements	12,555,082	12,420,921	(134,161)
RECEIPTS LESS DISBURSEMENTS	1,095,489	987,241	(108,248)
FUND BALANCE	6,215,916	6,310,704	94,788